

Utah 2030:

State Agencies Prepare
for an Aging Utah

Instructions for Brief, Part II

Due: October 26, 2006

Review:

Your agency's 8-page brief will consist of three parts. You are in the process of completing Part I: Internal Scan, in which you identify overarching issues that will be important to consider when looking forward to the next decades, in light of coming demographic changes.

Part II of your brief: Prioritization, calls for you to select up to three of the issues that you identified in Part I.

Instructions:

1. Include a cover sheet with your agency name, designee name, and the following information:
 - a. For Part II, identify and briefly describe the techniques, including steps your agency used to prioritize and select the issues from Brief, Part I. For example if the department used a technique described in the hand-outs, specify which technique you used.
 - b. If your agency used the method outlined in your Work Plan, state that your work proceeded in accordance with your work plan.
 - c. If your agency changed its work plan method for Part II, indicate what those changes were.
2. For Brief, Part II, follow the format requirements specified for this part. It is recommended that Part II be no more than 1 page in length.
 - a. From the issues you wrote about in Part I, select up to 3 overarching issues facing your agency as you look ahead to 2015.
 - b. For each issue selected, briefly describe or summarize the issue.
 - c. For each issue selected, indicate the criteria your agency used to select it and why those criteria were issued.
 - d. Please plan enough time before the October 26 due date to obtain your departmental director's sign-off of your submission. The Briefs will be provided to the Governor's office for review once the Commission on Aging has received and compiled the submissions.
3. Relationship of Part II and Part III: Following submission of Part II of your brief, you will complete Part III for submission on December 1. In Part III, you will describe the actions/response plans your agency will take to address the priority issues you selected for Part II, as well as how your agency will show progress toward addressing these priority areas.

Brief Part II Format Requirements

1. Use MS Word.
2. At the top of the Cover Sheet and your Brief, include your Agency and Designee names
3. Double space
4. Font size 12
5. Times New Roman
6. Margins 1.5 left, and 1 inch top, bottom, and right
7. Left justify
8. Paragraphs indent .5 inch
9. Spell out abbreviations the first time they are used
10. Part II is to be in a narrative format and should address the items described in the instructions

Submit via email to lkoci@utah.gov

Send hard copies to:

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